Report Coverage:
Phase 1 Period 1 (for the period 02/01/02-02/28/02) [Updated Communications Plan]

Executive Summary:

The eight major goals for this period were accomplished (see Attachment A for details):
1. *Update the Enterprise Configuration Management Deployment Plan (see Attachment B)*
2. *Continue and expand involvement with Enterprise Change Management Organizations/Functions*
3. *Continue the draft revision and expand detail concerning CM enterprise level procedures. This includes a draft of the Enterprise Change Management Process (formerly known as the "escalation process")(See Attachment C)*
4. *Continue process design and development and measurement of effectiveness (see Attachment F)*
5. *Update the Communications Plan (See Attachment G)*

On February 14, 2002, SFA requested that measurement reports be delivered monthly (see attachment F for the new template). See attachment:
- D for the Characteristics of the Generalized Change Process
- E for the VDC Application Change Management Process.
- H for the process of refinement for current work products

(The documents are embedded – see the attachment matrix at the end of this document.)

The third goal is the most exciting:
- The original escalation flow diagram has been expanded in a separate document to include the identification of the enterprise level organizations.
- The primary enterprise level organizations were defined. They are:
  - Enterprise: Application, Hardware, or Software
  - VDC Application Change Management Process
  - Consistent Data
  - Architecture
  - Standards & Policies
  - Processes
- Enterprise level procedures and documentation by enterprise level organizations continue to be developed and implemented.
- One major focus has been to define and develop the Enterprise Application Change Management Process

Recommendation:

ECMI continue to monitor and document the evolution of enterprise level procedures being followed by enterprise level organizations.

Objectives For This Period:

OBJECTIVE	STATUS	Objective Start Date	Objective Completion Date	COMMENTS
Update the Enterprise Configuration Management Deployment Plan	continuing	10/17/01	2/28/02	Reflects actual work priorities in comparison with expected work priorities (see attachment B)
Continue and expand involvement with Enterprise Change Management Organizations/ Functions	continuing	10/17/01	9/30/02	Major accomplishments in identifying appropriate organizations/ functions, and working with BTA, VDC, and the development of an overview mechanism for project CM
Continue the draft revision and expand detail concerning CM enterprise level procedures	continuing	2/1/02	9/30/02	This document provides as an attachment the first of four planned process refinements of the enterprise change management system
Continue process design and development and measurement of effectiveness	continuing	10/01/01	9/30/02	The main process development area has been centered around design and development of the enterprise application change control process. The ECM has collaborated with IT Services and the Technical Architecture Team to document the existing change control process and develop a prototype tool to document, manage, and control the change process. A major measurement revision occurred 2/14/02. See the new measurement schema (attachment F)
Update the Communications Plan	continuing	10/01/01	9/30/02	Updates the ECMI communications activities (See attachment G)

Objectives for the Next Period:

Update the Project-based Configuration Management Review Process
Continue and expand involvement with enterprise level activities
Continue process design and development and measurement of effectiveness
Continue oversight of project level CM activities

Observations:

Focus

The focus of the ECMI task order group has been twofold:
- Continuing and expanding involvement with enterprise level organizations/ functions
- Developing an appropriate oversight mechanism for project level CM activities

Expectation

The ECMI task order group will continue to provide oversight and support of the objective to institutionalize CM key practices. Involvement with the enterprise level organizations will include using the new and similar review system that was very successful with the projects. The expected product during this period includes:
- Project-based Configuration Management Review Process

List of included Documents:

A	Details for each Period Goal	"ecm details 03 06 02.doc"
B	Updated Enterprise Configuration Management Deployment Plan	"ecmi baseplan 03 06 02.mpp"
C	Draft Enterprise Change Management	"cm14 process flowchart 04 12a 02."
D	Characteristics of the Generalized Change Process	"crgen4 process flowchart 03 11 02.d"
E	VDC Application Change Management	"vdc4 flowchart 03 07 02.doc"
F	CM Measurement Report Template	"ecmi measurement set 031102 v8_4.ppt"
G	Updated Configuration Management Communications Plan	"ecmi updated comm plan 030502 v2.xls"
H	Enterprise Configuration Management Implementation	"enterprise config 03 11 02.ppt"